

ER-6-6181

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3 FEB 1955

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Classification of Administrative Positions in
the Security OfficeREFERENCE : 1. Memo dated 2 December 1954, DD/A to AD/P;
Subject: Study of Positions Within the
Security Office (ER-6-3342) - Attachment 1

2. Memo dated 28 October 1954, DD/A to AD/P;
Subject: Classification Survey of
Administrative Positions (ER-6-1960)

1. We have considered your request for the classification review of the position of Chief, Administration and Training Staff, Security Office, and supporting positions, made in your memorandum of 2 December 1954.

2. The position of Chief, Administration and Training Staff, Security Office, was classified in grade GS-14 in July 1952 as the result of a study of functions and projected responsibilities made upon the merger of the Administrative Office, and the Training and Support Staff, Special Security Division, I&SO.

3. Upon review of the entire Administration and Training Staff in October 1953 the position was retained in GS-14 since there was no indication of a significant increase in responsibility or delegation of authority. Supporting positions were then classified at present grades.

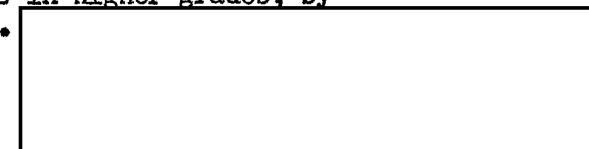
4. In 1954 all Administration and Training Staff positions were again reviewed and the existing classifications affirmed in memorandum to the Director of Security dated 1 October 1954, since there was no evidence of appreciable change in scope or stature of the positions and the grades were consistent with other comparable Agency positions.

5. Recently, representatives of this Office and your Office discussed the survey of all administrative positions in the Agency, proposed in referenced memorandum of 28 October 1954. General agreement was reached as to the scope and manner of conducting the survey. Development of standards for administrative positions, as a part of the survey, was considered desirable. Details are now being worked out so that the survey may be started without delay.

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6. The position of Chief, Administration and Training Staff, Security Office, and supporting positions will be reviewed in the normal course of this survey. Consideration will then be given to the equity of classifying the positions in higher grades, by application of the standards developed.



Harrison G. Reynolds
Assistant Director for Personnel

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1 Attachment:
Referenced Memorandum #1